



**U.S. GOVERNMENT PRINTING OFFICE
MERIT PROMOTION
VACANCY ANNOUNCEMENT**

ANNOUNCEMENT NUMBER: 03-167
POSITION: Printer Proofreader
SERIES/GRADE: KA-4403-00
SALARY RANGE: \$28.14 PH + 10% Night Rate (If Applicable)
ISSUE DATE: 08/21/03
CLOSING DATE: 09/11/03
NUMBER OF VACANCIES: Multiple
ORGANIZATION: Production Department
Electronic Photocomposition Division
Proof and Copy Markup Section
GEOGRAPHIC LOCATION: Washington, DC
PROMOTION POTENTIAL: None
DURATION OF APPOINTMENT: Temporary
TOUR OF DUTY: Various Shifts
OPM NOTICE OF RESULTS REQUIRED: No
CIVIL SERVICE STATUS REQUIRED: No
AREA OF CONSIDERATION: All Sources

SUMMARY OF DUTIES/RESPONSIBILITIES:

The incumbent proofreads both straight and tabular matter to detect and mark all typographical, spelling, and style errors using standard proofreader marks and the Government Printing Office (GPO) Style Manual and procedures. Also, the incumbent revises galley corrections and page proofs, and prepares copy for typesetting in accordance with GPO style and procedures. (Proofreaders must meet existing GPO standards for quality and quantity.)

QUALIFICATIONS REQUIRED: Applicants must have completed a formal, recognized printing apprenticeship; or possess substantially equivalent practical experience in the composing trade (at least 4 years in reading book or magazine proof, or comparable copy, for publication or general distribution would be considered substantially equivalent practical experience; experience as a copyholder only is not considered as practical experience). In addition, applicants must have had at least 1 year of journeyman-level experience in reading book or magazine proof for publication or general distribution, or 2 years of journeyman-level experience in reading proof on a daily newspaper.

NOTE 1: Qualifications and eligibility determination will be made solely on the basis of the OF 612, SF-171, or resume. Therefore, applicants are urged to provide in the application package their total experience relating to reading proofs, giving specific examples of the kinds of material read and describing in sufficient detail their responsibilities in proofreading work (include length and percentage of time), and training (include length of time), which apply to each of the quality ranking factors below. Applicants must meet the job element described below (number 1 under Ranking Factors) to be eligible for further consideration. Applicants determined qualified in accordance with the above requirements must take an approved Office of Personnel Management (OPM) examination at OPM in Washington, DC (eligible applicants will be notified by letter of the date, time, and place); and will subsequently be rated and ranked by OPM under OPM guidelines, and referred for selection. Vacancies will be filled over a 6-month period. Assignments to a shift will be made based on the needs of the Office, however, the selectee's preference for shift assignments will be considered. All applicants will be notified in writing of the results of the considerations given to their application. Selectees will be required to pass a physical and eye examination. The GPO will not pay for the physical/eye examination, or travel/relocation expenses incurred by individuals selected for appointment.

NOTE 2: Applications will be accepted from status and non-status candidates. Candidates who wish to be considered under both merit promotion and competitive procedures must submit two (2) complete applications. When one (1) application is received, it will be considered under merit promotion procedures only.

RANKING FACTORS: *(Applicants who meet the above qualification requirements will be rated on the basis of relevant experience,*

education, training, supervisory appraisal, job-related awards, and the factors listed below. Applicants should be specific in documenting these areas in their application materials.)

1. Ability to do the work of a Printer Proofreader without more than normal supervision.
2. Knowledge of printing composition technology, processes, and terminology.
3. Knowledge of and the ability to use standard proofreader marks.
4. Knowledge of printing typefaces and layouts.
5. Knowledge of and ability to use research tools used by proofreaders.
6. Ability to recognize and investigate erroneous printed information.

TO APPLY:

GPO Applicants:

Applicants must submit a copy of their latest annual performance rating and *Optional Form 612, "Optional Application for Federal Employment," (or SF-171).*

Non-GPO Applicants: (The following instructions apply only when the position(s) is open to applicants outside of the agency.)

Applicants may submit an *Optional Form 612, "Optional Application for Federal Employment" (or SF-171), or a resume.* If a resume is submitted, it must contain all pertinent data in the OF-612.

Current and former Federal employees must submit copies of their latest annual performance rating and SF-50 as proof of status or reinstatement eligibility.

Veterans who are preference eligibles or who have been separated from the armed forces under honorable conditions after 3 years or more of continuous active service may apply. When one application is received, it will be considered under federal merit promotion procedures. Applicants eligible under the **Veterans Readjustment Act (VRA)** will also be considered if this position is being announced at the grade PG-11 level and below. Veterans must submit a copy of their DD-214, "Certificate of Release or Discharge from Active Duty"; if claiming 10-point veterans' preference, submit a SF-15, "Application for 10-Point Veterans' Preference," plus the proof required by that form.

Applicants seeking Excepted Appointments based on disabilities must provide certification from a State or District of Columbia rehabilitation counselor indicating that they meet the requirements for and are eligible for an Excepted Appointment based on a physical or mental disability.

Selectees must successfully pass a drug test before appointment.

GPO WILL NOT PAY RELOCATION COSTS.

OTHER ESSENTIAL INFORMATION:

Applicants must:

- include the vacancy announcement number and position title on their application.
- describe their duties and responsibilities in their own words; position descriptions may not be submitted.
- meet time-in-grade and qualification requirements by the closing date of this announcement.
- submit a GPO Form 2566, "Report of Merit Promotion Action," if they wish to obtain a report on the status of their application.
- submit applications and required forms postmarked no later than the closing date of this announcement.
- provide the title and length of related courses. For college classes include the number of credit hours (not required if a degree has been earned).
- be a United States citizen or national (e.g. resident of American Samoa).
- include their Social Security Number on their application.

SUBMIT APPLICATION(S) TO:

Unit 3

U.S. Government Printing Office
Employment Branch, Room C106, Stop: PSE
732 North Capitol Street NW
Washington, DC 20401
FAX (202) 512-1292

FOR ADDITIONAL INFORMATION CALL:

(202) 512-1193
TDD (202) 512-1519

****THE GOVERNMENT PRINTING OFFICE IS AN EQUAL OPPORTUNITY EMPLOYER****
****THIS AGENCY PROVIDES REASONABLE ACCOMMODATIONS TO APPLICANTS WITH DISABILITIES****